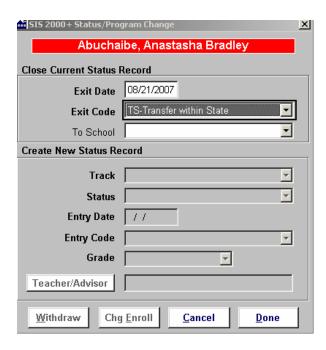## PROCESSING STUDENTS WHO ARE NOT RETURNING NEXT YEAR
(districts with one school only – e.g. Charter Schools)

If you are told that a student will not be returning to your school for the coming year, you may be tempted to exit (withdraw) the student as of the end of the current school year. Please resist this temptation. The least painful way to deal with a non-returning student is:

- Allow the student to be given "future" status as a returning student when the New Year Initialization process is run
- Run the Year End Process (rollover), which will convert the student's "future" status to "active" status
- Withdraw the student, making the exit date the same as the first day of school
  - o **Enrollment/Student Editor**
  - o Highlight the new Active status record
  - o Click **Status**
  - o On the "Status/Program Change" screen, select **Withdraw**
  - o Change **Exit Date** so that it **matches Entry Date** (first day of school)
  - o Select the appropriate **Exit Code (see below)***
  - o Ignore the "To School" dropdown box
  - o Click **Done**

This will result in the student's having one day of "membership" in the new school year, but no further processing will be needed; the clearinghouse will not require the student to have any schedule for the one day of membership in the new year. If a schedule exists, please delete it.

* **Exit Code Helpful Hints:**
  TS is the most common exit code
  WD means Withdrawn Incapacitated (**used only in very rare circumstances**)
  TD is not allowed for charter schools